

SAP LSO Implementation: Agency Training Plan

| Date | Audience | Type of Training |
|--|---|---|
| Will occur between October 15-31, 2011 | Learner | <ul style="list-style-type: none">• Web based course tutorials• Quick Reference Guides• Help from Agency LSO Contact• LaGov Help Desk |
| Will occur between November 1-18, 2011 | Training Coordinators / Training Liaisons | <ul style="list-style-type: none">• Instructor Led Training with paper based training manual• Quick Reference Guides/LaGov Help Website• Ongoing Instructor Led Training for Training Coordinators• LaGov Help Desk |
| Will occur November 2011 - TBD | HR Staff | <ul style="list-style-type: none">• Encourage attendance at meetings where LSO is being discussed.• LSO Participation for them will include ongoing maintenance of Reports to relationships. *They may also get calls from employees asking how to register for training. For the latter, they will need to know what tools are out there for learners review prior to accessing the system. |

Definitions of Audience:

Training Liaison – individual designated to be primary contact for Agency as it relates to CPTP.

Training Coordinators – Anyone who will enter training data and coordinate training for an agency.

Learner – Anyone who will self register for courses through LSO and/ or take online learning.

HR Staff – HR Directors, Employee Administrators or other HR roles that handle Organizational Management in LaGov or field employee questions.